11. REPORTS

STANDARD 11.1

The Washoe County Sheriff's Office (WCSO) DNA Section may utilize the worksheets available per the DNA Procedure Manual for taking and maintaining casework notes to support the conclusions drawn in laboratory reports. Alternative forms or notebook paper capturing the same information are acceptable. The WCSO DNA Section shall maintain all electronic analytical documentation generated by analysts related to case analyses. The WCSO DNA Section shall retain, in hard or electronic format, sufficient documentation for each technical analysis to support the report conclusions such that another qualified individual could evaluate and interpret the data.

STANDARD 11.2

Where applicable, all final reports must contain the following: lab case number, analyst name, description of evidence examined, date of report, amplification kit, description of technology results and/or conclusions, an interpretive statement, CODIS entries, statistical evaluation or determination of source, disposition of evidence, and signature of the reporting analyst. If only the reagent control(s) was processed past quantitation, i.e. the evidentiary samples in a case were not amplified, the amplification kit does not need to be provided in the case report. Additional report/case packet requirements can be found in DOC ID 853. Only one analyst shall accept responsibility and sign a DNA report. Combined Primary Exam and DNA reports may be co-signed as long as it is clear which analyst is responsible for the Primary Exam portion and which analyst is responsible for the DNA portion. When DNA extracts and/or post extraction substrates are retained, this action along with the relevant control number must be documented in the analyst's report. For paternity / identification cases, a copy of the interpretation table containing the individual paternity indexes and the combined or single paternity index values must be part of the report. Refer to the DNA Procedure Manual for guidance on report writing.

11.2.1 Hit reports should be completed within 30 consecutive days from the date of the hit. Out-of-State hit reports should be completed within 10 consecutive days after the analyst has obtained the confirmation.

11.2.2 The statistics generated for STR's will typically be calculated using the population databases generated by the National Institute of Standards and Technology. All statistics represent the expectation of observing the detected profile in a randomly selected unrelated individual. See DOC IDs 1787 and 1789 for report wording examples.

11.2.3 Y-STR statistical interpretation will be based on the counting method. The US Y-STR population database will be utilized to demonstrate whether the Y-STR profile has been observed in this particular group. A frequency assessment will be employed utilizing an exact 95% confidence interval. See DOC ID 1791 for report wording.

Document ID	Revision	Approval	Date Published
1817	14	Supervising Criminalist - Biology	12/28/2018 10:40:06 AM

11.2.4 The formulas used for paternity calculations are recommended by the American Association of Blood Banks. See DOC ID 1790 for report wording.

STANDARD 11.3

Reports, case files, DNA records and databases are deemed confidential and are not public records.

11.3.1 Employees of the Forensic Science Division have access to DNA reports and case files. Access to CODIS databases records is limited to CODIS users.

11.3.2 A case report is issued to the requesting agency upon completion. It is generally the responsibility of the District Attorney's office to provide the reports to the opposing counsel before or during discovery. Case notes may be released according to the procedure in the WCSO Forensic Science Division Quality Assurance Manual.

11.3.3 Personally identifiable information shall only be released in accordance with applicable Federal and State Laws.

Document ID	Revision	Approval	Date Published
1817	14	Supervising Criminalist - Biology	12/28/2018 10:40:06 AM